



<b>Classification:</b> Energy Commission Specialist I (FO)	<b>Position No.</b> 820-4947-008
<b>CBID:</b> R10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> August 11, 2015	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general supervision of the Energy Commission Supervisor II (FO) in the Data Collection Unit of the Demand Analysis Office (DAO) of the Energy Assessments Division the incumbent serves as a technical expert, performing the more complex analytical tasks above the journey-working level, in the identification, acquisition, storage, processing, analysis and reporting of data related to energy consumption by residential, commercial and industrial energy customers in California. The incumbent also prepares technical analyses and evaluations of historical and forecast energy use data.

The incumbent works independently but also must collaborate with other energy specialists and researchers within and outside of the Energy Commission. Experience in database maintenance, management, and analysis is required in order to perform the duties of this position. The ECS I works with large data sets that often require the incumbent to extensively review and prepare the data before it is in a form suitable for analysis. Additionally, the incumbent must be prepared to work with not only standard database applications such as Microsoft Access and Excel, but also various other data analysis tools, including custom-made applications. The incumbent may be involved in developing such custom applications for the DAO.

### **WORKING CONDITIONS:**

Primarily the work is performed indoors in an office and meeting-room setting, and involves sitting, standing, and walking. Travel may be necessary to attend workshops, hearings, and meetings away from the Energy Commission's headquarters. Additional hours beyond an eight-hour workday or a forty-hour workweek may be required. The incumbent must work well with people, exercise good listening, memory and problem-solving skills. The incumbent is expected to maintain a well organized work space, prioritize daily workload, perform well under the pressure of time constraints and complete assignments by their due dates.

### **DUTIES AND RESPONSIBILITIES:**

35% In the capacity of a technical lead, collects and analyzes data showing electricity and natural gas use patterns. Works with other specialists using existing data analysis tools, and in developing new tools, to generate reports and improve the DAO's analytical capabilities in identifying, characterizing and analyzing energy use patterns by geographic area and industry and building type. Exercises lead responsibility for developing database queries and other related searches that make electricity, natural gas and other energy information more accessible for analysis and also for use by the Energy Commission, other state agencies, policy makers, and the public at large. Develops and/or uses original or



innovative solutions and new or untested approaches or methods to analyze complicated issues. (E)

- 30% Responsible for improving methods and procedures for tracking data and presenting key data results to Commission decision makers. Works with California energy companies to acquire timely and accurate historical data. May act as lead technical specialist over other staff to improve the accuracy of information. Exercises lead responsibility as Project Manager in reinforcing data collection activities by standardizing methods of collecting all required energy consumption information. Collaborates with management and staff in developing and improving standard data collection protocols and procedures. (E)
- 20% Independently performs technical analysis for projects and energy forecasts. Provides technical expertise in updating end use models with historical energy information. Exercises lead responsibility for the research, analyses, and preparation of reports featuring energy trends. Responsible for data management and preparation of graphical presentations for forecast model results and demand analyses. (E)
- 10% Responds to complex data and information requests from the Governor's Office, the Legislature, government agencies, energy researchers, consultants, other Commission staff, and the public. These requests relate to electricity and natural gas consumption data used in support of Energy Commission demand forecasts. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;">Date</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;">Date</div>
Energy Commission Specialist I (FO)	Linda Schrupp Energy Commission Supervisor II